

Retention and Classification Report

Agency: San Juan County School District (Utah) (906)

200 North Main Street
Blanding, UT 84511
435-678-1211

Records Officer Kyle Hosler

25281 Publications
26255 School board minutes

AGENCY: San Juan County School District (Utah)

SERIES: 25281

3

TITLE: Publications

DATES: 1969-

ARRANGEMENT: Chronological by year.

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

AGENCY: San Juan County School District (Utah)

SERIES: 25281

TITLE: Publications

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: San Juan County School District (Utah)

SERIES: 26255

3

TITLE: School board minutes

DATES: 1931-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

AUTHORIZED: 06/18/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: San Juan County School District (Utah)

SERIES: 26255

TITLE: School board minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public